



Food Manufacture

Personnel Department

Lesson 5

Understand the important role of the personnel department in food manufacture and the diversity of responsibility involved.





There is lots of information required in an employee's individual personal file such as:

- Job application, CV and cover letter
- Education and past employment info
- Role description
- Job offer letter and employment contract
- Emergency contact information
- Training records
- Payroll and benefits information (but not bank details)
- Performance appraisal forms
- Disciplinary action reports
- Employee resignation letter
- Exit interview documentation
- Any other documentation related to employment



An employee's individual personal file contains all important information about an employee stored in one place which makes it easy to find any relevant details about their role and responsibilities.





An employee's individual personal file also means you can easily produce any necessary records in the event of an employee making a claim against a company. Therefore, it's important that an employee's individual personal file is kept up-to-date, and all files are regularly reviewed to ensure all relevant documents are present.





An employee individual personal file will help to protect a business in the case of a claim against them, as the employee file will serve as a record of what support and treatment the individual received within the business.

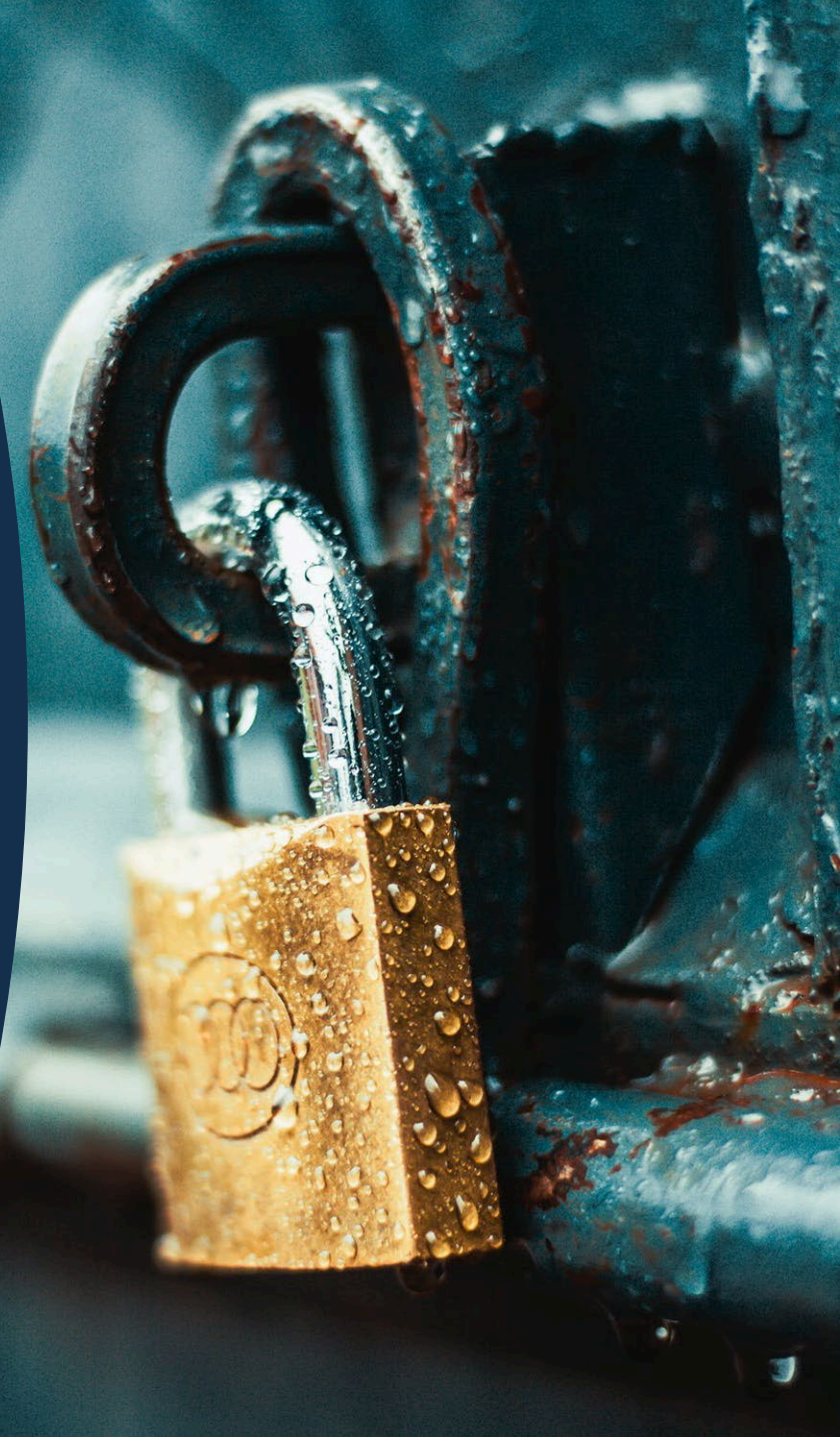


Any information that is not relevant to the employee's role, for example their ethnicity or details about a disability, should not be included in their personal file.

They should not include any observations or opinions about the employee, the information should be limited to just facts.



Due to employee files containing private information, such as home address or details of any disciplinary action, you should ensure they are protected, and access limited. Only the employee themselves, their direct manager and personnel staff should be able to view their files.





The GDPR (General Data Protection Regulation) came into effect in May 2018 and laid out strict rules surrounding employers' responsibility to protect their employee's data.

An employer should not get rid of all an employee's information when they leave the business. An employer may be legally required to keep hold of some data, for example payroll details, and its best practice to keep other information in case a past employee makes a claim against a business.





If an employer has deleted records of appraisals, disciplinary action or benefits, they won't be able to present evidence that they followed employment laws.

If an employee requests a copy of the data an employer has about them, they will have 30 days to provide it.





For unsuccessful job candidates, it's a good idea to keep their information for at least 6 months after they apply.

For past employees, the general rules are:

- Working Time (details of when the employee worked for the company) – 2 years
- Payroll and details about any maternity and paternity leave taken – 3 years
- P45/P60, personal file and training records – 6 years



Under the GDPR, employees have a right to be told

- **what information an employer has about them and how they use it**
- **the confidentiality of the records**
- **how these records can help with their training and development at work**



The days of keeping employee documents in a locked, fire-proof cabinet are fast becoming history for many businesses. By far the safest, most reliable method of keeping employee's individual personal file in one place is storing them within the personnel department electronically or paper based.

Employee files should be stored in a secure location and be kept strictly confidential. Access should be restricted to those with a legitimate need to know or as required by law.





Food Factory staff can be paid by different methods such as:

- Salary – which is the total money they will earn in a year usually divided out per month.
- Hourly wage – which is when an employee is paid for how many hours they have worked. This must be at least the minimum wage per hour.
- Agency – required when needed and paid by the agency company.

Wages are most commonly paid either weekly or monthly.





As part of the payroll, the personnel department need to complete certain tasks during each tax month. The tax months run from the 6th of one month to the 5th of the next.

The personnel department must tell HM Revenue and customs (HMRC) if they have not paid any employees in a tax month.





Every time an employee is paid on or before their payday, payroll software is used to:

- Record the employees pay - including their salary or wages and any other pay
- Calculate deductions from their pay, such as tax and National Insurance
- Calculate the employer's National Insurance contribution
- Produce pay slips for each employee
- Report pay and deductions to HMRC in a Full Payment Submission (FPS)



Revision Activity 5

What are the different ways in which a factory operative can be paid?